

## Office of Security

# Trends and Highlights

JULY

1974

P M

DIRECTORATE

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## INFORMATION SYSTEMS SECURITY GROUP

SUMMARY REPORT - July 1974

### HIGHLIGHTS

1. The Chief, Information Systems Security Group (ISSG) and representatives from the Office of Weapons Intelligence and the Office of Joint Computer Support met with Mr. Wattles, former Director of Personnel at the request of Mr. Blake. Mr. Wattles briefed those present regarding a safeguard system software evaluation program used in missile launching systems. The idea of this system is to certify the correctness of the data and the program associated with missile launchings. Arrangements were made to explore the possibilities of using such a test system in CIA computer operations. A briefing has been arranged with National Security Agency personnel knowledgeable of the evaluation program.
2. The initial phase of the National Photographic Interpretation Center (NPIC) analysis, test, and evaluation has been completed; viz., the analysis. The evaluation and report will be completed by the end of September 1974.
3. The new Chief, ISSG, has been appointed the Information Systems Security Officer for the Agency vice the former Chief, ISSG.
4. Representatives of ISSG, the Office of Communications, Physical Security Division, and IBM met to discuss the problem of the introduction of new equipment to the Agency. Historically, new equipment has been introduced through sales representatives with little or no regard for security ramifications. It is hoped this liaison between the interested components and IBM will continue and be extended to other vendors.

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5. On 12 July 1974 the Computer Security Seminar presented by the Information Systems Security Group was completed. The student critiques of the seminar indicated the speakers and the content were well received.

6. ISSG provided a computer security briefing for the Office of Joint Computer Support ADP Orientation course.

7. The semi-annual inventory of Joint Chiefs of Staff and CENTO documents was completed and certified during July.

8. A member of ISSG attended the Department of Defense Computer Institute computer security course.

ANALYSIS

The case load in ISSG remained stable during the month. Although people have been designated to fill the slots in the ISSG Policy Branch, they have not reported for duty to date. It is anticipated that both of these personnel will be on board in ISSG by mid-October 1974. In addition, announcement was made by the Office of Security that one member of the Certifications Branch will be transferred to the Technical Security Division. A vacancy notice has been circulated for this position.

TRENDS

Information Systems Security Group intends to continue closer liaison with the Office of Joint Computer Support and establish better liaison with the computer components in the National Photographic Interpretation Center. Regarding the latter, ISSG plans to provide guidance to NPIC in the design of their new computer system installation of which will start during the last quarter of Calendar Year 1974. Due to the number of new employees in ISSG, training will continue to be a heavy requirement of this office.

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STATISTICS

|                          |    |
|--------------------------|----|
| Cases pending 30 June    | 37 |
| Cases opened during July | 45 |
| Cases closed during July | 46 |
| Cases cancelled          | 2  |
| Cases pending 31 July    | 34 |

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PLANS, PROGRAMS AND ADMINISTRATION DIVISION

Trends and Highlights

July 1974

1. At the recommendation of the Audit Staff, concurred in by the Director of Logistics, the Central Stamp Fund has been discontinued. Effective 1 July 1974, Office stamp supplies will have to be replenished from Office of Security Imprest Funds. This will necessitate having the Office of Security absorb approximately \$6000 annually for the cost of postage previously supplied by the Office of Logistics until this time can be budgeted.

2. Another recommendation of the Audit Staff was to decentralize the Office's single [REDACTED] into separate accounts for the Technical Security Division and each field office. The Director of Security has concurred in this recommendation. The concurrences of the Directors of Finance and Logistics are also being obtained.

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3. A draft Annual Personnel Plan for the Office was approved by the Director of Security on 29 July. The final preparation and submission of the plan is expected well before the 16 August deadline.

4. The Office Candidate Selection Panel completed its review of files. Individuals selected are being processed for entering on duty. At this point in time, it is anticipated that the Agent Training Course will begin in September.

5. The final meeting with the Position Management and Compensation Division, Office of Personnel, has been held. A paper is in preparation for the Director of Security's signature on the Office's position for forwarding to the Director of Personnel.

6. Space reconfiguration in the Command Center, Badge Office, and the Interrogation Branch is proceeding on schedule. Excess furniture, wiring, and equipment has been removed to permit the renovations to be undertaken.

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5 AUG 1974

MEMORANDUM FOR: Deputy Director of Security (P&M)

SUBJECT : SRD Work Measurement Data

1. Attached is a copy of the SRD Work Measurement Statistical Report for FY 1975 covering the period through 31 July 1974.

2. Examination of these statistics and those for the same period in 1973 reveals significant increases in Computer Support, Microfiche and Compartmented Information activities. Modest increases occurred in Indices, Communications, Case Analysis, File Retirement and Outside Agency Name Check activities.

3. Small decreases appeared in Information Processing Check and Case Processing activities. A notable decrease has occurred in Filing activities which may indicate a long term trend towards a lower level of work.



Chief,  
Security Records Division

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7. The Annual Report of the Office of Security, covering FY 1974, was prepared and submitted in response to the DCI's Call.

8. The Office of Security Objectives for FY 1975/FY 1976 were finalized at all three levels: DCI, Management and Services Directorate, and Office.

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Security Records Division  
 WORK MEASUREMENT STATISTICS - FY1975

| ACTIVITY                     | BASE UNITS   | Cumulative Through<br>July 1973 |                       | Cumulative Through<br>July 1974 |                       | Unit<br>Trend |
|------------------------------|--|---------------------------------|-----------------------|---------------------------------|-----------------------|---------------|
|                              |  | Units<br>Produced               | Man-years<br>Assigned | Units<br>Produced               | Man-years<br>Assigned |               |
| Case Processing.             | Cases processed based on requests for a security clearance.  | 2157                            | 11                    | 2137                            | 11                    | Down<br>20    |
| Indices Activities.          | Collective total of manual name searches, names changed, names grouped, cards typed, filed and purged, security documents numbered.                        | 14528                           | 7                     | 19260                           | 7                     | Up<br>4732    |
| Filing Activities.           | Collective total of files requested, files pulled, folders filed, files recharged, security documents filed, PRU requests, scope searches.                 | 64167                           | 12                    | 55029                           | 12                    | Down<br>9138  |
| Computer Support Activities. | Collective total of names searched, systems update transactions, CIB transactions, Miscellaneous Key punch Activity, 1050 Telecommunications transactions. | 73678                           | 12                    | 132700                          | 12                    | Up<br>59,022  |
| Communication Activities.    | Collective total of teletype, dispatch, Agency cable and non-Agency cable traffic, mail, notices and bulletins handled.                                    | 5260                            | 4                     | 6664                            | 4                     | Up<br>1404    |

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Security Records Division

WORK MEASUREMENT STATISTICS - FY1975

| ACTIVITY  | BASE UNITS  | Cumulative Through<br>July 1973 |                       | Cumulative Through<br>July 1974 |                       | Unit<br>Trend |
|---|---|---------------------------------|-----------------------|---------------------------------|-----------------------|---------------|
|   |   | Units<br>Produced               | Man-years<br>Assigned | Units<br>Produced               | Man-years<br>Assigned |               |
| Case Analysis<br>Activities.                      | Collective total of cases completed, case summaries prepared and reference material reviewed and summarized.  | 934                             | 5                     | 1063                            | 5                     | Up<br>129     |
| Information<br>Processing<br>Check<br>Activities. | Collective total of checks requested, references reviewed, summaries prepared, material furnished requestors. | 1415                            | 2                     | 1281                            | 2                     | Down<br>134   |
| File<br>Retirement<br>Activities.                 | Collective total of files reviewed for retirement to microfiche.  | 3963                            | 3                     | 4602                            | 3                     | Up<br>639     |
| Microfiche<br>Activities.                         | Collective total of pages prepared and filmed.  | 16864                           | 9                     | 37421                           | 9                     | Up<br>20,557  |
| Compartmented<br>Information<br>Recordkeeping.    | Collective total of changes to master record, names searched and cable actions.                               | 35656                           | 9                     | 55676                           | 9                     | Up<br>20,020  |
|   |   |                                 |                       |                                 |                       |               |
|   |   |                                 |                       |                                 |                       |               |

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SPECIAL SECURITY CENTER  
Trends and Highlights  
JULY 1974

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1. Secretary services were provided in support of the 23 July 1974 meeting of the Security Committee, with the new Chairman, Mr. [REDACTED], in attendance. Additionally, the Special Security Center continues to provide various elements of staff support to the new Chairman, pending the establishment of his own supporting offices.

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4. Following receipt of approval from the Deputy Director for Management and Services, arranged for CIA classified trash disposal services in support of a covert national office dealing in compartmented intelligence programs.

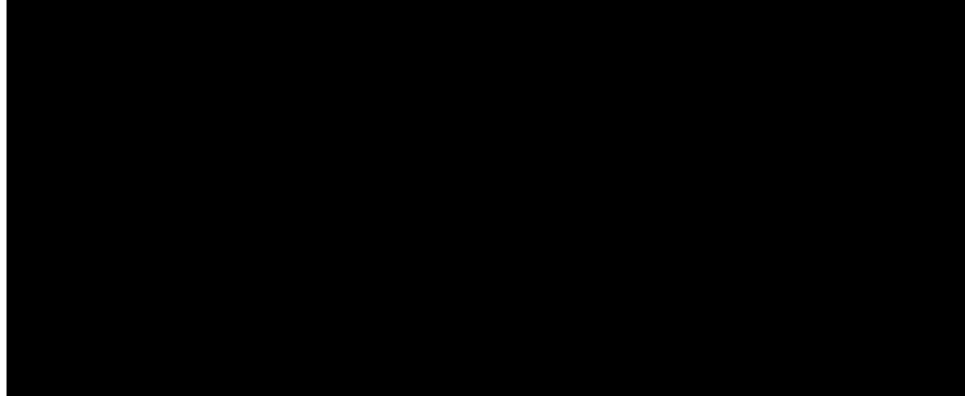
25X1C

7. Compartmented intelligence security briefings and debriefings were conducted of ten (10) CIA and thirty-four (34) non-CIA personnel. The non-CIA personnel included personnel of the Departments of Justice, Commerce and Agriculture, the Environmental Protection Agency, National Archives, Office of Telecommunications Policy, National Security Council and the Council on International Economic Policy. Officials briefed included the Undersecretary of Agriculture.

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8. Facilities at the following locations were accredited for receipt and storage of compartmented intelligence materials:



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9. Staffed a request from the Drug Enforcement Agency for advice and guidance related to physical and computer security to the Deputy Director for Management and Services under Headquarters Notice [REDACTED]. The Deputy Director for Management and Services is awaiting the opinion of the Inspector General before approving the request.

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10. Continued assistance to the SA/B/DDO, [REDACTED] who is preparing a response to a questionnaire from the Subcommittee on Surveillance, Senate Committee on Foreign Relations.

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11. Provided interim guidance to the United States Geological Survey related to the security handling of TKH-decontrolled Mapping Camera System (MCS) photography.

12. Consulted with the Deputy Chief, United States Forestry Service related to two Forestry Service proposals related to civil use of domestic TKH materials.

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DIRECTORATE

16 AUG 1974

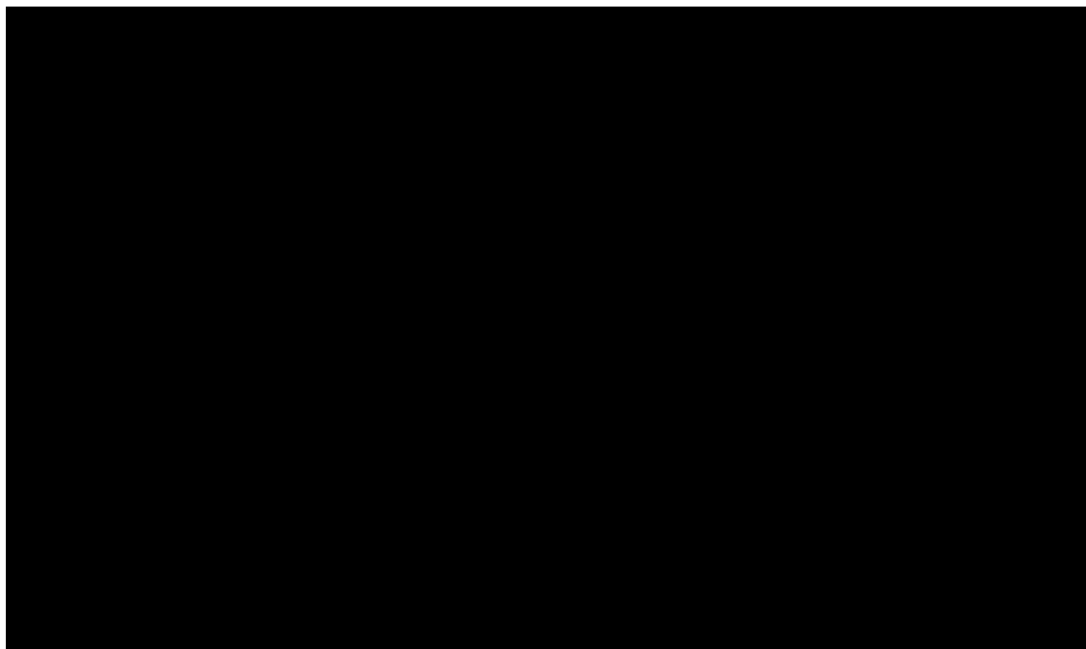
MEMORANDUM FOR: Chief, Plans and Programs Branch  
SUBJECT : Office of Security Monthly Report

1. Forwarded herewith are the statistics for the Personnel Security and Investigations Directorate (PSI) for the month of July 1974.

2. Clearance Division statistics for the month of July 1974 as compared to June 1974 reveal a slight increase in total receipts but a decrease of approximately 100 cases involving field investigation. Total completions for July exceeded June completions by approximately 200 cases with a corresponding increase of approximately 100 cases involving field investigation. These figures do not indicate any significant trends at this time.

3. Operational Support highlights of the period included the following:

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Deputy Director of Security (PS1)

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## ADMINISTRATIVE - INTERNAL USE ONLY

## CLEARANCE DIVISION

## Time Factors in Processing Overt &amp; Semi-Covert Cases

July 1974

| 1. PROCESSING TIME (For * <u>182</u> Regular Cases)   |                       |                                |    |            |
|---|-----------------------|--------------------------------|----|------------|
| Time required during month to process to Approval or Disapproval, "Applicant Type" cases received from Office of Personnel<br><br>(Average number of days): | DAYS IN INVESTIGATION | DAYS IN RESEARCH AND APPRAISAL |    | TOTAL DAYS |
|   |                       | SRD                            | CD |            |
|   | 33                    | 2                              | 5  | 40         |

| 2. ANALYSIS OF PROCESSING TIME | CASES |
|--------------------------------|-------|
| a. Less than 30 days           | 51    |
| b. 31 to 60 days               | 119   |
| c. 61 to 90 days               | 11    |
| d. 91 to 120 days              | 1     |
| e. 121 to 150 days             | 0     |
| f. over 150 days               | 0     |

| 3. CASES PENDING OVER 90 DAYS  | STATUS   |         |
|--|----------|---------|
| Number of "Applicant Type" cases received from Office of Personnel and pending more than 90 days | Deferred | Regular |
|  | 24       | 1       |
|  | Total    | 25      |

\*This figure does not include 11 cases where clearances were granted without FURTHER OR IMMEDIATE INVESTIGATION which, if included, would give a grand total of 193 CASES.



Monthly Activities of the PSI Directorate  
(July 1974)

Clearance Division Activity

|                             |      |
|-----------------------------|------|
| Total Cases Received        | 2272 |
| Total Field Cases Received  | 888  |
| Total Cases Processed       | 2324 |
| Total Field Cases Processed | 1029 |
| Total Cases Pending         | 3379 |
| Total Field Cases Pending   | 1746 |

Field Office Investigative Assignments

|                 |      |
|-----------------|------|
| Total Received  | 1566 |
| Total Completed | 1685 |
| Total Pending   | 2165 |

Security Support Activity

Operational Support

|   |      |
|---|------|
| Total Headquarters and<br>Field Office Manhours | 2966 |
|---|------|

External Activity

|   |     |
|---|-----|
| Briefings, Correspondence,<br>Functional Guidance and Outside<br>Activity Total Actions | 824 |
|---|-----|

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Research

|        |     |                    |     |
|--------|-----|--------------------|-----|
| Overt  | 189 | (127-fav; 62-note) |     |
| Covert | 3   |                    |     |
| Total  |     |                    | 192 |

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DIRECTORATE

PHYSICAL SECURITY DIVISION

Office of Security

Monthly Report JULY 1974

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Monthly

Cumulative  
Total FY-75

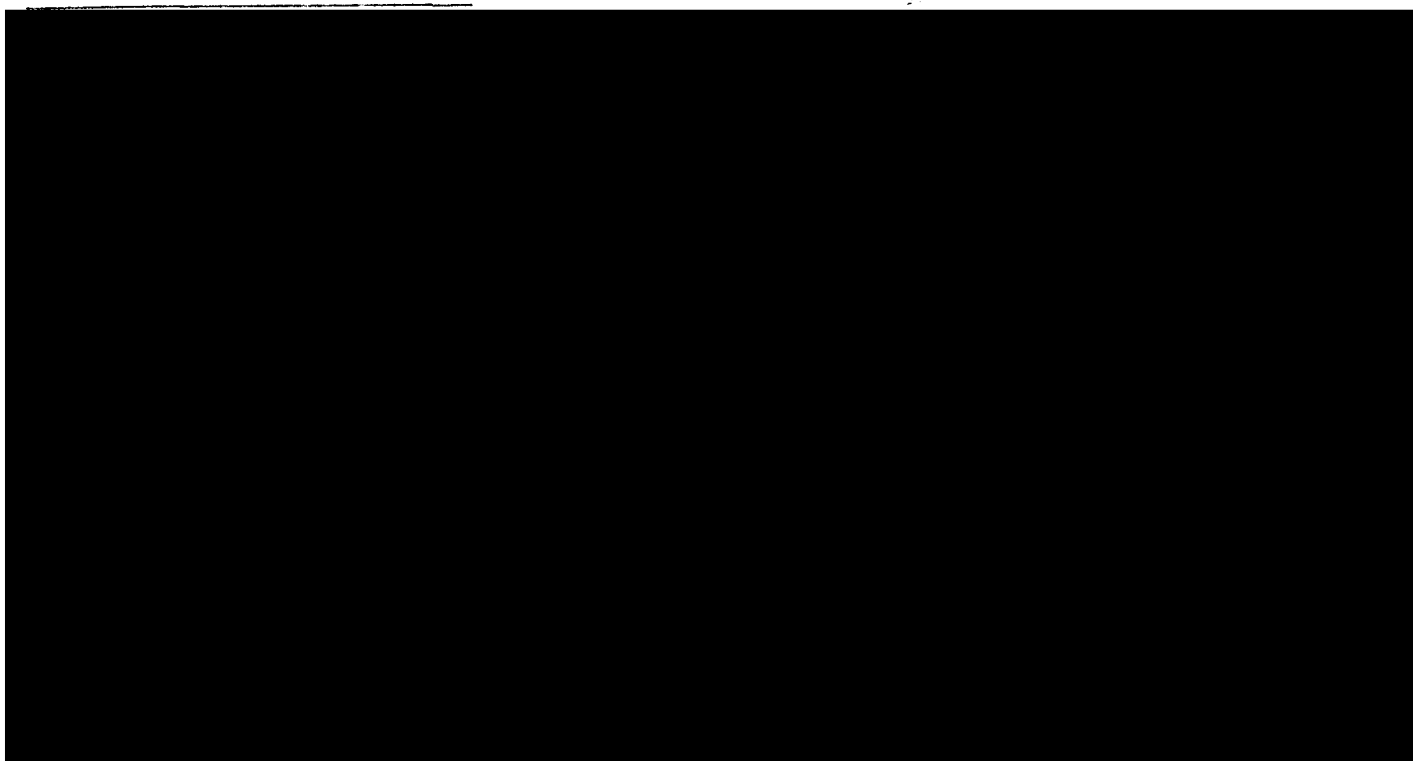
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PhySD Monthly Report for JULY 1974 (Continued)

|  | <u>Monthly</u> | <u>Cumulative<br/>Total FY-75</u> |
|--|----------------|-----------------------------------|
| SECURITY VIOLATION PROGRAM   |                |                                   |
| Headquarters Investigations Completed  | <u>41</u>      | <u>41</u>                         |
| Overseas Violations Correlated   | <u>24</u>      | <u>24</u>                         |
| SECURITY SUPPORT ASSIGNMENTS FOR<br>SENIOR AGENCY OFFICIALS<br>(Capitol Hill Appearances, Escorts, etc.) |                |                                   |
|  | <u>2</u>       | <u>2</u>                          |

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3. HEADQUARTERS ACTIVITIES



4. SAFETY

|  |           |           |
|--|-----------|-----------|
| Safety Surveys                                 | <u>1</u>  | <u>1</u>  |
| Special Safety Inspections                     | <u>7</u>  | <u>7</u>  |
| Accident Investigations                        | <u>3</u>  | <u>3</u>  |
| Accident Reports Processed                     | <u>47</u> | <u>47</u> |
| Analytical and Statistical Reports<br>Prepared | <u>0</u>  | <u>0</u>  |

PhySD Monthly Report for JULY 1974 (Continued)

|  | <u>Monthly</u> | <u>Cumulative<br/>Total FY-75</u> |
|--|----------------|-----------------------------------|
| 4. SAFETY (continued)  |                |                                   |
| Training and Briefing Sessions                                 | <u>1</u>       | <u>1</u>                          |
| Safety Literature Distributed                                  | <u>3,300</u>   | <u>3,300</u>                      |
| Fire Alarm Tests Conducted                                     | <u>2</u>       | <u>2</u>                          |
| Support Actions  | <u>27</u>      | <u>27</u>                         |
| 5. <u>PHYSICAL SECURITY DIVISION TRAVEL</u>                    |                |                                   |
| Man-days on Overseas TDY                                       | <u>27</u>      | <u>27</u>                         |
| Man-days on Domestic TDY                                       | <u>3</u>       | <u>3</u>                          |
| Total Man-days on TDY  | <u>30</u>      | <u>30</u>                         |
| 6. <u>PHYSICAL SECURITY DIVISION PERSONNEL<br/>IN TRAINING</u> |                |                                   |
| Man-days in Internal Training                                  | <u>9</u>       | <u>9</u>                          |
| Man-days in External Training                                  | <u>0</u>       | <u>0</u>                          |

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Cumulative  
Total FY-75Monthly3. BRIEFINGS AND SERVICESBriefing ProgramBriefings Conducted  
Personnel Briefed14  
18114  
181TrainingPersonnel Trained in Security  
Equipment00ProcurementMateriel Requisitions Initiated  
Dollar Value of Procurements  
Initiated30\*  
\$4,166.8030  
\$4,166.80\*24 Requisitions - "Shipping  
Purposes Only"4. ENGINEERING AND PLANNING

Liaison Meetings with Other Agencies

1  
10  
775K1  
10  
775K

R&amp;D Contracts Follows

Dollar Value of Contracts in R&D  
Technical Division Contracts33

Monitored

Dollar Value of Technical Division  
Contracts750K  
7750K  
7

Visits with Contractors

5. INTERAGENCY TRAINING CENTER

Weeks of Regularly Scheduled Training

2  
192  
19

Number of Students

Weeks of Special Training  
Number of Students0  
00  
0

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|   | <u>Monthly</u> | <u>Cumulative<br/>Total FY-75</u> |
|---|----------------|-----------------------------------|
| 6. <u>TECHNICAL SECURITY DIVISION TRAVEL</u>                |                |                                   |
| Man Days on Overseas TDY                                    | <u>244</u>     | <u>244</u>                        |
| Man Days on Domestic TDY                                    | <u>18</u>      | <u>18</u>                         |
| Total Man Days on TDY                                       | <u>262</u>     | <u>262</u>                        |
| 7. <u>TECHNICAL SECURITY DIVISION PERSONNEL IN TRAINING</u> |                |                                   |
| Man Days in Internal Training                               | <u>10</u>      | <u>10</u>                         |
| Man Days in External Training                               | <u>10</u>      | <u>10</u>                         |